

University System of Georgia
Mandatory Fee Detail & Request Form
Fiscal Year 2024

Instructions: Complete the grey and blue fields. List the PPV project ID and title for the PPV field. Hover over the blue cells for guiding questions or instructions intended to assist in completing your narrative responses.

Institution Name:	Georgia Institute of Technology
Preparer Name & Email:	Sherry Davidson / sherry.davidson@pts.gatech.edu
Name of Fee:	Transportation
New or Existing?	Existing
Fund:	12260
Revenue Department(s):	Transportation / 544
Revenue Account(s):	404100
PPV Projects Supported:	N/A
Webpage w/ Public Information	http://www.budgets.gatech.edu/mResources/MSFAC

Description of Fee Purpose:

What are the primary activities supported by this fee? How would this fee be described to students? How does this fee support the primary mission of retaining and graduating students? The Transportation fee is used for the day-to-day management and operation of campus transportation services to include the operation of the Stinger Bus service and Stingerette paratransit and nighttime services. Transportation Services currently operates nine campus bus routes, with the Stinger bus providing 23 continuously running buses Monday through Friday, to include 6 Gold Route buses, 4 Red Route, 4 Blue Route, 2 Green Route, 2 Tech Square/Clough buses and one NARA/TEP route bus. These routes provide bi-direction campus circulators with the Red and Blue routes, connections to off-campus Georgia Tech buildings via the Green route, a route connecting Tech Square to the heart

Description of Students Charged:

What student population is assessed this fee?
Graduate and undergraduate students are assessed the Transportation fee.
What student groups are eligible for a waiver? Students enrolled in online programs are eligible for a fee waiver.
How many waivers were provided in Fall 2022? 820
Is the fee assessed during summer semester? Yes. The fee during the summer semester is assessed at 2/3 of the fall/spring fee.

Campus Specific Assessment:

If your institution has multiple campuses, describe which locations are assessed this fee and which are not.

Georgia Tech has multiple campuses which include instructional sites in Atlanta (main campus) and Savannah, Georgia, Lorraine (Metz, France), Shenzhen (China) and Georgia Tech Online. Only the Atlanta campus is assessed the transportation fee.

Description of Student Fee Committee:

Describe the make-up of the student fee committee(s) at your institution. How are individuals selected for the committee? Were part-time students and/or graduate students represented? Are there different committees for individual fees or campuses? When did the committee meet for the FY23 cycle and are any additional meetings planned? Include in your submission any documents provided to the student fee committee.

The Georgia Institute of Technology Mandatory Student Fee Advisory Committee ("Committee") was created to implement the provisions of Board of Regents Policy 7.3.2.1 and thereby to ensure student input on changes to mandatory student fees. The Committee shall make recommendations to the President on changes to existing mandatory student fees or on any new mandatory fees. Fees considered by the Committee shall exclude elective fees that are paid by the students who choose to receive specific services. "Mandatory student fees" are defined in the Board of Regents' Policy manual as follows: "... fees that are assessed to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of a USG institution."

The Committee is composed of twelve voting members selected as follows:

- *Eight students appointed by the Graduate and Undergraduate Presidents of the Student Government Associations (SGA);
- *Two faculty members appointed by the Provost;
- *The Executive Director, Institute Budget Planning and Administration (IBPA), or his/her appointee (permanent member of Committee);
- *One additional staff member appointed by the Executive Vice President, Administration and Finance (EVP A&F).

Graduate students are represented on the committee. There is only one committee for all mandatory fees. Meetings have not yet been held for FY23.

In addition, Transportation conducts bi-weekly meetings with SGA student leaders to discuss transportation operations and any fee changes. The meetings are held with the Undergraduate SGA VP of Campus Services, and the SGA Sustainability Committee chair and other invited student guests. The meetings held in early fall semester '22 were on August 23, 2022, September 6, 2022 and September 20, 2022, October 4, 2022, October 25, 2022, November 22, 2022, December 4, 2022.

Mandatory Fee Detail & Request Form Fiscal Year 2024

Institution Name:	Georgia Institute of Technology		
Name of Fee:	Transportation		
FY 2023 Fee Amount:	\$85	Incremental Change Proposed:	\$12
Proposed FY 2024 Fee Amount:	\$97	Percent Change Proposed:	14.1%
FY22 Revenue	\$5,607,444		
FY22 Expenditures	\$4,554,056	FY22 % of Revenue Expended:	81.2%
FY22 Unrestricted Fund Balance	\$1,793,369		

Description of Financial Trends:

Provide context as to the trends seen in the financials tab. Describe any one-time revenues or expenditures that may skew trends. Provide an explanation if FY22 revenue was less than 80% expended. Describe the source of any non-mandatory transfers.

Revenue trends seen in the financials data tab were primarily due to the impacts of Covid-19 and the return to normal operations. The decline in revenue for FY2020-FY2021 was primarily due to student fee impacts based on Covid-19, which adversely impacted revenue. FY20's revenue was declined due to students taking remote classes, during the onset of Covid, who were refunded part or all of their spring fee. Summer fees were not collected in FY20 (summer A), nor summer B for FY21. In addition, all charter services, which were suspended March 2020, and did not yet fully return in FY22, due to limited shuttle resources and staffing. This also adversely impacted revenue. FY21's return to normal campus operations, and increased student enrollment positively impacted revenue. Fee participation normalized in FY2022, with full summer, fall and spring participation. Charter operations did not yet fully return in FY22, but are expected to do so in the upcoming fiscal years.

The FY2020 decrease in expenditures was directly due to the reduction in campus shuttle and charter services, due to Covid-19. During this time (Spring & Summer semester 2020), reduced service operations were in place. This decision was made based on the decrease in ridership, as a limited number of students remained on campus. As a result, there was a reduction in contracted expenses, as service hours were reduced for the summer (late FY21, leading into Fall semester 2021). Full transit service resumed Fall semester 2021.

To offset revenue loss from the impact of Covid-19, in FY2020 Transportation received \$335,152 from the Higher Education Emergency Relief Funds (HERRF II). Transportation received a credit of \$113,059 in Institute and IT allocations, which helped to offset the expenditure increases. The FY2022 increase in expenditures was primarily due to the increase in personnel services (due to equity adjustments and COLA). Transportation also experienced a slight increase in Contracted services, due to the return to normal fall/spring service; and an increase in other operating expenses due to consulting services for TDM programs. Transportation also received a credit of \$113,059 in Institute and IT allocations, which helped to offset FY22 expenditure increases.

Transportation has seen an increase in participants, which will positively impact Transportation fee revenue by 4%. However, early FY23 revenue gains are overshadowed by inflationary increases, and the increase costs of the shuttle service contract. As a

Description of Reserve Balance:

What are planned uses for the available fund balance (if applicable)?

Transportation's available Fund Balance will be used for 1) the purchase of Stingerette paratransit and nighttime safe-ride vehicles - \$1,360,000 over 10 years; 2) the purchase of hybrid-electric buses to replace remaining diesel buses - \$5,052,000 over 7 years; 3) the purchase of new technology for the new bus fleet - \$718,200 over 10 years; 4) a comprehensive transportation campus study - \$325,000; 5) infrastructure improvements for an electric fleet - \$250,000; 6) a campus bicycle hub - \$250,000 and 7) a bike room buildout in select campus parking decks - \$200,000 over the next 10 years. These projects represent Transportation's 10-year capital plan.

It is important to note that beginning in fiscal year 2023, Transportation owns its own fleet. This is a change to the department's previous shuttle service model, where the vendor owned the fleet and provided a turnkey service. Due to this, Transportation must keep adequate reserves to replace the fleet at the end of its useful life. Transportation owns 16 diesel buses and 9 hybrid-electric buses. The diesel buses will require replacement in 2029 (expected purchase in FY29). This capital expense is included in the 10-year plan for \$5,052,000.

Justification for Requested Rate Change and Planned Usage:

The requested fee increase for FY24 will allow the department to maintain the Institute's current level of day and nighttime service for students, and support the increased contractual obligations with the principal provider of transportation services. Transportation's shuttle service contract ended in FY22 and the department solicited bids for a new shuttle service operator, with Transportation owning its fleet. The new shuttle contract is approximately 10% greater (in costs) than the previous contract, due to increased labor costs and overall operating costs. With the increase in overall costs to provide the service, and inflationary impacts to the operation, Transportation will not generate the required revenue to support the service in FY2024 and beyond, without a fee increase. The department may temporarily use its reserves to meet its operational obligations; however, Transportation Services understands it is not sustainable to rely on the use of its reserves to maintain its operations, particularly as the reserves are required to replace end-of-life buses. If fee increases are not approved, it will have a direct impact on transit services, as service reductions will be necessary to maintain future balanced budgets. The option to reduce service levels will adversely affect students, causing many to utilize other methods of traversing the campus, which will have an impact on student safety.

Description of Additional Student Engagement:

This section must be completed if a change is requested. It is helpful, but optional, if no change is requested.

How was the student body at large informed and/or engaged in the fee process (e.g. town hall meetings, online surveys, etc.)? Were these actions taken before or after the student committee vote?

The Transportation student fee was presented at the September 6th and September 30th Bi-Weekly PTS/SGA meeting and will be presented at the next Parking & Transportation Advisory Committee (PTAC) meeting. PTAC representatives include faculty, staff and student representatives (student representatives include undergraduate & Graduate SGA, RHA and Greek Life). The budget was posted on the Student Government website and on the GA Tech Budget Office website. In addition, Transportation presented the fee request and budget to student representatives at the MSFAC meeting, which is where committee members will vote on the proposed fees.

Mandatory Fee Detail & Request Form

Fiscal Year 2024

Georgia Institute of Technology

Transportation

The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee pro-ration policy. Please contact the system office if you would like help modifying this worksheet to meet your requirements.

Fall 2022 through Summer 2023 Revenue Projections

	FY 2023 Fee Rate	Projected FY23 Student Count	Projected FY23 Fee Waivers	Projected FY23 Revenue
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Fall Semester

Full-time	\$85	17,376	6	\$1,476,450
9-12 credit hours	\$85	6,166	7	\$523,515
5-8 credit hours	\$85	1,204	87	\$94,945
0-4 credit hours	\$85	1,371	723	\$55,080
Fall Semester Total		26,117	823	\$2,149,990

Spring Semester

Full-time	\$85	15,465	4	\$1,314,154
9-12 credit hours	\$85	5,488	4	\$466,118
5-8 credit hours	\$85	1,072	144	\$78,843
0-4 credit hours	\$85	1,220	689	\$45,151
Spring Semester Total		23,244	841	\$1,904,266

Summer Semester

Full-time	\$57	2,330		\$132,810
9-12 credit hours	\$57	1,414		\$80,598
5-8 credit hours	\$57	2,304		\$131,328
0-4 credit hours	\$57	1,024		\$58,368
Summer Semester Total		7,072	0	\$403,104

Fiscal Year Total		56,433	1,664	\$4,457,360
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Fall 2023 through Summer 2024 Revenue Projections

Projection of Enrollment and Revenues	Proposed FY 2024 Fee Rate	Projected FY24 Student Count	Projected FY24 Fee Waivers	FY24 Revenue <u>without</u> rate change	FY24 Revenue <u>with</u> rate change	Incremental Revenue from Rate Change
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Fall Semester

Full-time	\$97	17,550	6	\$1,491,194	\$1,701,716	\$210,522
9-12 credit hours	\$97	6,228	7	\$528,726	\$603,370	\$74,644
5-8 credit hours	\$97	1,216	91	\$95,599	\$109,095	\$13,496
0-4 credit hours	\$97	1,385	759	\$53,173	\$60,679	\$7,507
Fall Semester Total		26,378	864	\$2,168,692	\$2,474,860	\$306,168

Spring Semester

Full-time	\$97	15,619	4	\$1,327,282	\$1,514,663	\$187,381
9-12 credit hours	\$97	5,543	4	\$470,765	\$537,226	\$66,461
5-8 credit hours	\$97	1,082	151	\$79,141	\$90,314	\$11,173
0-4 credit hours	\$97	1,232	723	\$43,260	\$49,367	\$6,107
Spring Semester Total		23,477	883	\$1,920,449	\$2,191,572	\$271,122

Summer Semester

Full-time	\$57	2,353		\$134,138	\$134,138	\$0
9-12 credit hours	\$57	1,428		\$81,404	\$81,404	\$0
5-8 credit hours	\$57	2,327		\$132,641	\$132,641	\$0
0-4 credit hours	\$57	1,034		\$58,952	\$58,952	\$0
Summer Semester Total		7,143	0	\$407,135	\$407,135	\$0

Fiscal Year Total		56,997	1,747	\$4,496,276	\$5,073,567	\$577,290
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Information Item: Waiver Impact

FY23 Lost Revenue from Waivers	FY24 Lost Revenue from Waivers (before rate change)	FY24 Lost Revenue from Waivers (with rate change)
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\$510	\$536	\$611
\$595	\$625	\$713
\$7,395	\$7,765	\$8,861
\$61,455	\$64,528	\$73,638
\$69,955	\$73,453	\$83,823

\$340	\$357	\$407
\$340	\$357	\$407
\$12,240	\$12,852	\$14,666
\$58,565	\$61,493	\$70,175
\$71,485	\$75,059	\$85,656

\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0

\$141,440	\$148,512	\$169,478
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Mandatory Fee Detail & Request Form
Fiscal Year 2024
Georgia Institute of Technology
Transportation

Instructions: Report ACTUALS ledger detail only. Include all fiscal year activity (i.e. do not filter on Bud Ref). The report should reflect the most accurate financial projection, to include planned surplus or deficit. It is not necessary to balance revenue and expense.

	Account Code Mapping	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Projected	FY24 Projection without rate change	FY24 Incremental requested fee change	FY24 Projection with rate change
REVENUE								
<i>Student Fees</i>	40xxxx							
Mandatory Fee Revenue (net of waivers)		3,495,350	3,943,334	4,369,241	4,457,360	4,496,276	577,290	5,073,567
Non-Mandatory Student Fees								0
<i>Sales & Services</i>								
Sales & Services	441xxx, 449xxx							0
Fines	442xxxx							0
Housing Rental Income	4511xx							0
Other Rental Income	4512xx	1,808	84	108				0
Advertising Revenue	4521xx							0
Commissions - Outsourced Operations	452101, 452201							0
Food Services Sales	4522xx							0
Athletic Camps, Conference, Programs	4526xx							0
Royalties/License Revenue	4528xx							0
Other Sales	452xxx except otherwise listed	335,637	289,058	319,408	585,754	449,272		449,272
Health Services	454xxx							0
Other Sales & Services	44xxxx or 45xxxx not otherwise listed							0
<i>Miscellaneous Revenues</i>								
Other Miscellaneous Revenues	47xxxx	977,286	951,271	952,171	1,451,271	951,271		1,064,473
Gifts	485xxx							0
Other Income	4xxxx not otherwise listed	72,829	16,086	-33,484	34,790	0		0
Total Revenue		\$4,882,911	\$5,199,833	\$5,607,444	\$6,529,175	\$5,896,819	\$577,290	\$6,587,312
EXPENDITURES								
<i>Personal Services</i>								
Salaries - Faculty/Staff	51xxxx-53xxxx, except 523xxx to 525xxx	626,873	637,059	713,241	907,672	909,785		909,785
Salaries - Students	523xxx-524xxx	3,506			24,010	24,010		24,010
Salaries - Casual Labor	525xxx							0
Fringe Benefits	55xxxx, 56xxxx	199,973	205,459	232,526	290,483	290,999		290,999
Allocated Personal Services	59xxxx							0
<i>Travel</i>								
Travel - Employee	64xxxx	2,893	1,275	1,212	6,000	6,000		6,000
Travel - Non-Employee	65xxxx							0
Allocated Travel	698xxx							0
<i>Operating Supplies and Expenses</i>								
Purchases for Resale/Cost of Goods Sold	702xxx-703xxx							0
Motor Vehicle Expense	712xxxx			170				0
Supplies & Materials	714xxx	27,883	18,086	36,988	322,798	339,798		339,798
Repairs and Maintenance	715xxx except 715200	9,008	25,783	32,938	42,108	42,108		42,108
Repair & Rehabilitation Reserve Contribution	715200							0
Utilities	717xxxx	4,386	3,548	8,070	5,120	12,105		12,105
Rental Payments (Non-Real Estate)	719xxx			367				0
Insurance	720xxx							0
Software	733xxxx	39,898	24,405	25,186				0
Publications and Printing	742100	580	4,553	0	3,000	3,000		3,000
Equipment (Small Value)	743xxx-744xxx		9,391	12,273	20,600	19,100		19,100
Real Estate/Authority Lease Rental	748xxx	30,413	31,326	32,265	24,000	24,000		24,000
Per Diems & Fees	751xxx-752xxx			24,978				0
Contracted Services	753xxx	2,851,409	3,131,348	3,152,062	3,468,690	4,215,266		4,215,266
Telecommunications	771xxx	7,396	3,911	5,362	4,070	7,111		7,111
Scholarships	78xxxx except 781180 and 783xxx							0
Other Grant Expense	781180							0
Stipends	783xxx							0
Other Operating Expenses	727xxx & other 7xxxx not listed	75,924	74,060	133,093				0
Allocated Operating Expenses	798xxx	218,300	229,044	143,325	334,193	377,944		377,944
<i>Equipment/Capital Outlay</i>								
Lease/Purchase - Principal	8181xx, 8183xx							0
Lease/Purchase - Interest	8182xx, 8184xx							0
Motor Vehicle Purchase	8411xx							0
Equipment Purchase	8431xx, 8433xx							0
Land and Land Improvements	8501xx							0
Building and Facilities Renovation & Improvement	860xxx, 870xxx							0
Other Capital	8xxxx not otherwise listed							0
Total Expenditures		\$4,098,442	\$4,399,247	\$4,554,056	\$5,452,743	\$6,271,226	\$0	\$6,271,226
Beginning Net Assets and Reserves (July 1)	3xxxx			2,063,399	2,607,354	2,533,918		2,533,918
Surplus/(Deficit) from above schedule				1,053,389	1,076,432	-374,407	577,290	316,086
Transfer (to) or from other sources	9xxxx			-509,434	-1,149,867	-137,667		-137,667
Final Net Assets and Reserves (June 30)		\$0	\$0	\$2,607,354	\$2,533,918	\$2,021,844	\$577,290	\$2,712,337
Instructions: Break out the final net assets as of the end of each fiscal year using the rows below. Row 77 and 84 should tie.								
Reserved for Renewal & Replacement	323100			813,985	1,538,461	1,782,868		1,782,868
Capital Liability Reserve Fund (including encumbrance reserve)	329600			1,793,369	871,524	201,114	589,597	903,913
Total Net Assets and Reserves		\$0	\$0	\$2,607,354	\$2,409,985	\$1,983,982	\$589,597	\$2,686,781